ASD Service Beacon

A regular publication for FSIS field and headquarters employees.

U.S. Department of Agriculture
Food Safety and Inspection Service

bea·con (bĬ ¹k n) *noun*
A signaling or guiding device, such as a lighthouse, located on a coast. A source of guidance or inspiration.

DIRECTOR'S CORNER

ASD 1998 Objectives
by Glen Durst
Telephone: 202-720-3551

In the December issue of the ASD Service Beacon, I wrote about the 1997 ASD Accomplishments and listed several that best exemplified our commitment and innovation. Since this is the start of the new year, I would like to share with you some of our goals for 1998:

- Review District Office files and advise on the maintenance of a uniform records system. Inventory program records and update the Records Schedule
- Create direct access to electronic forms for Agency employees
- Provide industrial hygiene support for plants with air contaminant or heat stress problems
- Evaluate the FSIS Occupational Safety and Health Program
- Reduce the waste materials associated with the collection and analysis of laboratory samples
- Develop and implement a routine space evaluation program to optimize use and improve overall conditions
- Continue to streamline the acquisition process in order to process requests in an expedited manner
- Make specific, quantifiable improvements in Customer Satisfaction Levels for all headquarters and field customers that we serve
- Market ASD services to Agency employees through increased communications—such as the *ASD Service Beacon*, e-mail, and other means.

We look forward to working with you over the next year and request your feedback on services that do not meet your needs or expectations.

OCCUPATIONAL SAFETY AND HEALTH

Occupational Injury and Illness Information
by Tom Wright
Telephone: 202-720-3845

We are often asked where do injuries and illnesses occur and what is the type and source of these incidents. This information is also helpful to us in allocating resources to reduce injuries and illnesses. We are attempting to improve our capability of capturing occupational injury and illness information and are requesting your assistance.

There are items that should be coded on the CA-1 and CA-2 claim forms that provide us with much of the needed information. First, only use forms that were issued in 1986 or later - destroy earlier forms. The injured employee should complete the appropriate form in accordance with the instructions on the form and the supplemental information sheet. Employees sustaining an occupational illness should also use the checklists for specific medical conditions (Forms CA-35A through H) as an aid for filing their claim.

The injured employee should enter the location and address of where the injury or illness occurred. This is Block 9 on the Form CA-1 and Block 10 on Form CA-2. Inspection personnel should also enter the establishment number in these blocks if the incident occurred at an official establishment.

The supervisor enters the occupation code of the injured employee and the type and source codes. (See FSIS Directive 4791.13, Workplace Inspections and Injury, Illness and Motor Vehicle Incident Reporting, Part III and Attachment 3-2 for complete coding instructions.)

The supervisor needs to enter the OWCP Agency Code in Block 17 of Form CA-1 or Block 19 of Form CA-2. For Field Operations' employees the code is 8324, and for all other employees the code is 8339. The supervisor also needs to enter the address and zip code of the employee's duty station in Block 18

of Form CA-1 or Block 20 of Form CA-2.

New Employee

Roger Perkerewicz has been selected as the Boulder, CO Field Safety and Health Specialist. He will be joining the Environmental, Health and Safety Branch on January 18.

PROCUREMENT

I.M.P.A.C. Purchase Card
by Janet Elm
Telephone: 202-720-9891

We continue to receive questions on the authorized/unauthorized use of the purchase card. The following lists may assist you in making these determinations.

Authorized Uses of the Purchase Card:

1. Subscriptions
2. Registration fees
3. Books
4. Repairs, i.e. office machines
5. Office supplies
6. Fax machines
7. Printers under $1,000
8. Typewriters
9. Scientific supplies
10. Video tapes
11. FSIS standard software

Unauthorized Use of the Purchase Card:

1. Cash advances
2. Rental or lease of land or buildings
3. Telecommunication (telephone) services and equipment, i.e. modems, pagers, cellular phones, line cards and FTS2000 systems. If you have questions concerning telecommunications, contact Rick Utt on 202-720-4905

4. Rental or lease of motor vehicles, unless authorized by the Agency
5. Purchase of airline, bus, train, or other travel related tickets unless authorized by the Agency
6. Purchase of meals, lodging, or other travel or subsistence costs, unless authorized by the Agency
7. The I.M.P.A.C. Government Purchase Card may not be used in lieu of the SF-149 U.S. National Credit Card, used by the Interagency Fleet Management System (IFMS) for the purchase of fuel, oil, maintenance and repair, to IFMS vehicles. The purchase card cannot be used to purchase gasoline for your privately owned vehicle while on official duty.
8. Printing services, i.e. Kinko's Copy Service, typesetting services, art services or any other printing related services. If you have questions concerning printing, contact Tom Hughes on 202-720-4661.
9. Training
10. Deposits
11. All ADP equipment over $1,000, including microcomputers
12. Bills of lading
13. Conference room rentals
14. Furniture and office furnishings
15. Carpets and drapes

If you have any questions concerning the purchase card, please call us.

As stated in the December issue of the *ASD Service Beacon*, Julie Adams will no longer be the "Approving Official" for the I.M.P.A.C. purchase card. Ramona Swann is our new Approving Official.

The Purchase Card Management System (PCMS) is coming to FSIS. This Windows-based system is used to process, pay, and reconcile purchases on-line with the National

Finance Center. Cardholders can view, reconcile, monitor, and control transaction data. With the click of the mouse, you can approve or dispute a transaction in seconds! Once PCMS has been installed on all computers, there no longer will be a paper statement coming from Rocky Mountain Bankcard to you. At the present time, the cost per transaction is $34.00 with the use of the Purchase Card. When we go on-line with the system, the cost will decrease to $17.00 per transaction.

Currently, we are using the "Third Party Draft" from Gelco Information Network. Once we have the PCMS installed, we will be allowed to write checks against our purchase card accounts. FSIS will no longer have the "Third Party Draft" from Gelco Information Network. In January, there will be an implementation team formed to discuss how we can implement this system in FSIS. You will be hearing more in the future.

PERSONNAL PROPERTY

The Year 2000: Problem or Myth?
by Perry Hamilton
Telephone: 202-720-0098

The Year 2000 is not a myth; it will arrive in 24 months unless the world comes to an end sooner. Most people have known for years that January 1, 2000 would come like clockwork. So what?"

I hope this column promotes an open dialogue that helps all of us better understand what the Year 2000 is about and how it may affect us, even if we never use a computer at work or at home.

There is some debate about how serious the coming of January 1, 2000 will be. Is there a Year 2000 problem or are we making a mountain out of a molehill? Someone once said, "What you see depends on where you sit".

Here's where we sit. The Automated Information Systems Division is assuring that computers and software ordered for use by FSIS will not create problems when the Year 2000 begins. This column will be about "non-computer" equipment, the buildings, facilities, and other property used by FSIS. However, there will be some overlap with "computer" equipment due to the nature and complexity of the problem.

The Year 2000 problem is rooted in the way dates are recorded and processed by many computers. Most "date" fields include the "month", the "day", and the "year", usually in that order (mm,dd,yy). For a long time, two digits, such as "00", to represent "1900", have been used to record the "year" within a "date." The "century" within a "year," the "19" that makes "1900" different from "2000," was usually not recorded.

Some computer programs or microchips with embedded computer code will not be able to tell the difference between the last year of the 19th Century (1900) and the last year of the 20th Century (2000). January 1, 2000 will look like January 1, 1900. That's the Year 2000 problem.

The Year 2000 problem is creating headaches for computer programmers and visions of sugarplums for contractors selling computer services.

For each of us, the Year 2000 could be "mountain", "molehill" or no hill depending on where we work, the work we do, and the tools we use to get our work done.

Here are two questions to ask yourself: First, will your work be affected if embedded microchips or computer-supported equipment in buildings do not work properly or stop working on or after January 1, 2000? Second, how critical is each task or work process to the accomplishment of FSIS's mission and the responsibilities assigned to your office or laboratory?

According to FSIS's Year 2000 work plan for non-computer equipment, we need to be certain that the buildings and facilities we occupy and the personal property we use, including laboratory, technical and scientific equipment meets Year 2000 specifications if the tasks or work processes affected are critical to our missions.

Our work plan is an outline; it changes every month. The Year 2000 problem cannot be solved by a group of planners in Headquarters. We need your ideas and knowledge of what could go wrong with the buildings and facilities you occupy and the property you use to do your work.

For example, equipment that is "critical" in one office may not be critical in another. A computer-operated fan ventilating a conference room may be "non-critical." The same model fan, ventilating a laboratory work area may be considered "critical." One fan needs to be replaced; the other does not need replacement until all critical work has been completed.

Here is another example. If your office sends or receives fax messages and if the accuracy of the date printed on the fax message sent or received is "critical" to your mission than your fax machine needs to be "Year 2000 compliant"; otherwise, it's not a priority now.

The FSIS Year 2000 Action Plan provides an agency-wide framework for solving our "mission critical" non-computer problems. Your cooperation, your questions, your ideas and comments are all welcome. Please call or send me an electronic mail message. February's update is one month away.

PRINTING AND DISTRIBUTION

Printing Authorities in USDA
by Tom Hughes
Telephone: 202-720-4661

I would like to share with you the following memo from Tom Amontree, Director of Communications, USDA.

"The Joint Committee on Printing (JCP) was recently asked to approve a waiver to allow payment for an illegal procurement of printing that was not purchased through the GPO [Government Printing Office]. The JCP denied the waiver and will not authorize payment using appropriated funds.

In the JCP response to the Secretary, he was asked to advise each printing officer or buyer of printing that all printing and duplication must be submitted to the GPO for procurement unless a waiver has been obtained from the GPO, prior to the procurement. Public Law 102-392 is attached for your records and information.

Please make this information available to your procurement offices and field printing personnel..."

PUBLIC LAW 102-392 Oct 5, 1992 (as amended by Public Law 103-283, July 22, 1994)

SEC. 207 (a) (1) None of the funds appropriated for any fiscal year may be obligated or expended by any entity of the executive branch for the procurement of any printing related to the production of Government publications (including printed forms), unless such procurement is by or through the Government Printing Office.

(2) Paragraph (1) does not apply to (A) individual printing orders costing not more than $1,000, if the work is not of a continuing or repetitive

nature, and as certified by the Public Printer, if the work is included in a class of work which cannot be provided more economically through the Government Printing Office, (B) printing for the Central Intelligence Agency, the Defense Intelligence Agency, or the National Security Agency, or (C) printing from other sources that is specifically authorized by law.

(3) As used in this section, the term 'printing' includes the processes of composition, platemaking, presswork, duplication, silk screen processes, binding, microform, and the end items of such processes. (B) Section 206 of the Legislative Branch Appropriations Act, 1991 (44 U.S.C. 501 note) is repealed."

NOTE: The Department requires USDA Agencies to send ALL printing to GPO or the Department printing facilities.

It should also be noted here again, that payment of printing by Credit Card is NOT permitted.

Ordering Publications

The ordering and filling of publications orders from field entities has been slow. We have taken steps to speed up your orders for the future. We receive these requests in various formats, i.e. HP Desk/Outlook, memo's, bug slips (yes, bug slips), handwritten, typed, etc. Sometimes we have trouble deciphering what publication you want. Soon, you will find a new form (FSIS 2680-8) available from the Landover Service Center for your use in ordering publications from headquarters. Please type or print your request so we can read it. It will speed up the processing and delivery of your order.

Distribution Problems!!
by Cleve Anderson
Telephone: 202-720-4661

The District Offices have been receiving mail they do not need.

They have not been able to get anyone to help them correct the situation.

Printing and Distribution Section, ASD, may have a solution to some of the problems. A large amount of mail is initiated through this office. Each District Office should inform ASD of the number of employees at their location. I am certain that the number will be considerably less than the 150 copies some of you are now receiving. Once the "all employee" count is known and input, the other counts will be adjusted automatically (Regular Distribution System).

Now that the Circuit Supervisors are back in the system for each district, the counts can be adjusted there, as well. Six District Offices within one cluster have been receiving an "all employee" copy count of 36 copies each. This is probably a mistake, but until ASD is given the correct "all employee" value, the mistake will continue.

This situation affects the ability we have of correctly supplying the field with a reasonable number of needed materials. Even though ASD does not input this data into the CORE system, we want to see it corrected and will follow up on the disposition regularly.

> ## FACILITIES

Eastern Laboratory LAN
by Gail Graves, Eastern Laboratory
Telephone: 706-546-3337

The installation of the Local Area Network (LAN) at the FSIS Eastern Laboratory in Athens, GA has been completed. Bay Networks hubs were installed during the week of December 15, 1997 completing a process that began early in FY97. Laboratory personnel trained to manage the network will begin implementation during the first week in January 1998. The current hardware provides 144 active ports

allowing laboratory personnel all the functions of a LAN. The Eastern Laboratory will have connectivity to an existing Agricultural Research Service router by mid-February that will provide Internet access.

> ## SUPPLIES

Supply Q&A's
by Pete Bridgeman
Telephone: 202-720-5743

Q: We're supposed to separate our orders, keeping forms and specialty items (Green Section of Catalog) together, and office-type supplies (Orange Section of Catalog) on a separate order. That works fine for items that are in the catalog - but for newly added Specialty Items and Office Supplies that you publish monthly in the *ASD Service Beacon*, how do we know which is which? Like, for instance, the Government Locks.

A: Good question. A rule of thumb is, if it has a form number or an item number that begins with "FSIS"-, it's a form or specialty item and can be ordered together. If the item number is a 3, 4 or 5 digit number only, it is an office-type supply item and goes on a separate order. So, the Government Lock, item number FSIS-49, is considered a specialty item, and can be ordered along with forms and other specialty items on the same order.

Q: What's going on with this supply system video that we've been hearing about? Is it still going to be made, and if it is, what good will it do us now?

A: Administrative Services Division agreed to provide further training to IIC's, and anyone responsible for ordering supplies, on the Field Supply System before any field employee's rating could be affected by their performance in the ordering of supplies. We met with a

designated representative from the National Joint Council of Food Inspector Locals (NJC) to determine what the best method for delivering this training would be. It was mutually agreed upon that the best vehicle would be a training film, between 20 and 30 minutes in length that Circuit Supervisors could deliver to inspection personnel in work unit meetings. We approached the Human Resources Development Division (HRDD) with the idea of producing the video. They were very enthusiastic about the project, but cautioned us that their resources were currently being dominated by the development of the next round of HACCP training, and there could be delays in getting our video produced. We informed the NJC that we were proceeding with the project, but that there could be delays. We completed the drafting of the script for the video in June, hopeful that we could shoot it in July and get it out to the field by August or September. HRDD had hoped to be able to do the work in July, in between major production components on the HACCP training, but were unable to divert any resources from HACCP to do this. HRDD is now ready to shoot and produce the supply training video, with shooting dates scheduled for January 13 and 14 in Landover, and January 20 through 23 in the studio. With edits, NJC review and comment, and reproduction, we are now anticipating a mid-March distribution of the video to all Circuit Supervisors. We feel it will still have value, even though the entire field has been using the Landover Service Center since July. The video will provide field employees the opportunity to see the Landover operation in action. They'll watch the progress of an actual order going through the system, which should help gain understanding of how the system works. It is a lot different from the supply systems inspection personnel have been accustomed to using for years. These differences will be emphasized. The video will also provide a means for training new employees in how to order supplies through Landover, and can be used as part of the training of any new employees who will be required to order supplies.

Q: Can I just call in my order on the toll-free number?"

A: Not unless it's an absolute emergency that was unavoidable. The more "emergency" orders that we throw into the system, the less effective the over-all system will operate. So, we try to save the emergency orders for the real emergencies. You are welcome, however, to use the toll-free number to call and inquire about the status of a pending order, or to provide feedback for ways to improve the system.

The toll-free number is:

1-800-714-8335

New Supply Catalog

Work on the new Landover Supply Catalog is moving along. We expect to have the new catalog completed by February and distributed to all ordering points by the middle of March. The new catalog will replace your "Welcome" catalog, will include all new items that have been added to the inventory, all "Unit of Issue" changes, and will have simplified descriptions of supply items.

Federal Express Mail Pouches - FSIS-16MP

We will be discontinuing this item from the Landover Service Center inventory. We have had a great deal of difficulty getting sufficient supplies of these from Federal Express to meet the demand from the field. Federal Express would prefer that our field personnel call their toll-free number, 1-800-463-3339, and they will be happy to supply these directly to you, locally. We will continue to carry the pre-printed Air-Bills for the 3 FSIS laboratories for sample shipments, FSIS-16WL, FSIS-16MWL and FSIS-16EL; but, effective immediately, we are discontinuing the FSIS-16MP, Mail Pouch for Federal Express Air-Bills.

VEHICLES

Federal Tort Claims Act-Protection for Government Drivers
by Brian McNiff
Telephone: 202-720-4162

The Federal Tort Claims Act covers all government employees driving government vehicles involved in vehicle accidents, as well as any property damage and/or personal injury to others caused by a government driver, providing the employee was driving within the scope of his/her employment. The federal government is "self-insured" for collision and comprehensive (damage to the government's vehicle through accident, fire, theft, vandalism, etc.) Every government vehicle driver should keep a copy of Standard Form 95 (Claim for Damage, Injury or Death) in the vehicle assigned to them at all times. The other driver involved in an accident with a government vehicle is required to fill out this form if they wish to file a Tort Claim. They should also be given my name and phone number (listed above) to contact if they have any questions regarding the filing of a claim. This will prevent the government driver from being bothered by the other driver's insurance company or lawyers. All contacts should be made to this office.

The Federal Tort Claims Act also covers damages and injury caused by a government employee to other persons while driving a privately owned vehicle (POV), if driving in the scope of employment. The Act does not, however, cover damages to the employee's POV. The law

stipulates that these damages should be covered by an employee's personal insurance policy. This is not FSIS policy, it is a law that pertains to all government drivers. This is part of what the mileage reimbursement for driving a POV is meant to cover. It is the decision of the employee to determine if additional insurance coverage should be purchased.

To comment on this newsletter or to submit an article for publication, please e-mail, write, or fax:
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NEW FORMS AT LANDOVER

New European Economic Community (EEC) Export Forms - a number of export forms used for exporting to the European Economic Community have been updated to include the required blue seal. These forms are now available at Landover:

Form No.	Edition	Title	Unit	
FSIS 9180-1	11/97	Animal Health Certificate (EEC) - Muli- Language	EA	
FSIS 9180-2	11/97	Public Health Certificate		EA
FSIS 9180-3	11/97	Certificate of Authenticity (Beef & Veal)	EA	
FSIS 9180-6	11/97	Animal Health Certificate for Fresh Poultry Meat for Human Consumption	EA	
FSIS 9180-7	11/97	Animal Health Certificate for Animal Casings Intended for Dispatch to the EEC	EA	
FSIS 9180-8	11/97	Public Health Certificate for Fresh Poultry Meat	EA	
FSIS 9180-9	11/97	Public Health Certificate for Meat Products Obtained from Poultry, Meat, Wild Game, Rabbit Meat	EA	
FSIS 9180-10	11/97	Public Health Certificate for Meat Preparation	EA	
FSIS 9180-11	11/97	Animal Health Certificate for Meat Product Intended for Consignment to the European Comm (English Only)	EA	
FSIS 9180-12	11/97	Animal Health Certificate for Meat Product Intended for Consignment to the European Comm (Eng/German)	EA	
FSIS 9180-13	11/97	Public Health Certificate for Meat Products	EA	
FSIS 9205-1	11/97	Certificate Relative to a Test of Trichinae in Horsemeat	EA	
FSIS 9205-2	11/97	Certificate Relative to the Cold Treatment of Horsemeat		EA

New HACCP Forms for Large Plants - the new forms for HACCP, as indicated below, are now available out of Landover. An initial shipment of these forms is being delivered to each Headquarter Plant that is in the "Large Plant" category involved in the initial phase of HACCP Implementation. These should be received prior to 1/26/98. You can begin ordering these forms from Landover, through normal ordering procedures, after you receive your initial shipment. The new forms are:

Form	Edition	Title	Unit
FSIS 5000-1	9/97	HAACP Systems Basic Compliance Checklist	EA
FSIS 5000-2	9/97	Sanitation SOP's - Basic Compliance Checklist	EA
FSIS 5000-3	9/97	E. Coli Testing - Basic Compliance Checklist	EA
FSIS 5000-4	9/97	E. Coli Testing Checklist - Regulatory Requirements (310.25 or 381.94), Other Compliance/Non-Compliance	EA
FSIS 5400-1.1	9/97	Plant Profile (HACCP) page 1 of 3	EA
FSIS 5400-1.2	9/97	Product and Operations Profile (HACCP) page 2 of 3	EA
FSIS 5400-1.3	9/97	Data For The Common On-Line Reference for Establishment (HACCP) page 3 of 3	EA
FSIS 5400-3	9/97	Establishment/Shift Unscheduled Procedures	EA
FSIS 5400-4	9/97	Noncompliance Record	EA
FSIS 5400-4A	9/97	Noncompliance Record Continuation Sheet	EA
FSIS 5400-5	9/97	Establishment/Shift Inspection Procedures Worksheet	EA

Each HQ Plant involved in HACCP implementation will receive the following quantities in their initial shipment of these forms:

Quantity	Form No.	Quantity	Form No.
2	FSIS 5400-1.1	10	FSIS 5000-1
2	FSIS 5400-1.2	5	FSIS 5000-2
2	FSIS 5400-1.3	5	FSIS 5000-3
50	FSIS 5400-3	5	FSIS 5000-4
100	FSIS 5400-4		